

**Job Description:**

**Administrative Assistant, TOMODACHI Initiative
(Tokyo-based)**

U.S.-JAPAN COUNCIL & TOMODACHI INITIATIVE

The U.S.-Japan Council (www.usjapancouncil.org) is a 501(c)(3) non-profit, tax exempt organization in the United States which has recently incorporated in Japan as a *koeki zaidan hojin*. The Council administers the TOMODACHI Initiative (www.usjapantomodachi.org), a public-private partnership forged after the Great East Japan Earthquake in collaboration with the U.S. Embassy in Tokyo with the support of the Government of Japan. TOMODACHI invests in the next generation of Japanese and American leaders through educational and cultural exchanges as well as leadership programs. We seek to foster a "TOMODACHI generation" of young American and Japanese leaders who are committed to and engaged in strengthening U.S.-Japan relations, appreciate each other's countries and cultures, and possess the global skills and mindsets needed to contribute to and thrive in a more cooperative, prosperous, and secure world.

OVERVIEW OF ROLE

Working under the direction of the Executive Director of TOMODACHI, the Administrative Assistant is responsible for organizing and managing the day-to-day administration of TOMODACHI, including office administration and bookkeeping. The Administrative Assistant will work closely with teams from the U.S. Japan Council and the U.S. Embassy in the implementation of this mission, and may work out of both the U.S. Embassy and the U.S.-Japan Council's office in Japan, in the Akasaka Park Building.

RESPONSIBILITIES**Bookkeeping Administration:**

- Provide functional support in bookkeeping and cash management including fund transfer, payments, and petty cash and maintain relevant documentation per U.S.- Japan Council (Japan)'s accounting procedures.

- Donation management including issuing donation applications/invoices and receipts/thank you letters and updating donation log and filing all related documents
- Establish and maintain filing system for payables (vendors), cash disbursements, TOMODACHI gift and implementers agreements.

Governance Administration:

- Update and maintain filing of U.S.- Japan Council (Japan)'s corporate and legal documentations
- Liaise with Cabinet and other relevant organizations for legal and tax compliance filing, with the assistance from Professional Accounting Services firm and Director of Finance and Administration
- Assist in U.S.- Japan Council (Japan)'s board and governance meeting and support, along with the Director of Programs and Executive Director. Organize, attend and prepare board meeting minutes as needed.
- Work closely with partner organizations, including legal, accounting, and HR firms and non-profit organization (CBCC) to ensure quick and effective support, and conduct reporting as required

Office Administration:

- Liaise with various sections of the Embassy as well as Akasaka Park Building management in matters of staff and computer clearance, facility, mail, etc.
- Provide office support for the Embassy and Akasaka Park Building facilities including ordering office supplies, reserving meeting rooms, ordering business cards, etc.

Executive and Staff Support:

- Provide administrative support for the Executive Director
- Make air and hotel reservations with partner airlines and hotels and update associated log
- Assist with scheduling, setting up meetings, and high-profile visits, including events in association with the work of the U.S.-Japan Council (US).

- Assist with translation from English to Japanese for written documentation or correspondence as requested by the Executive Director or others.
- Others duties as assigned.

DESIRED SKILLS

- Excellent interpersonal, written and oral communication skills in both English and Japanese that will allow easy collaboration with many different stakeholders, including corporate leaders and senior government officials.
- Self-motivation and ability to excel in a fast-paced and unstructured environment.
- Exceptional organizational skills, including the ability to work under tight deadlines and manage multiple priorities.
- Proficiency in all standard Microsoft applications.
- Demonstrated ability to work independently and on a team.

BACKGROUND AND TRAINING

- Proven ability to work effectively in both English and Japanese. Native Japanese is strongly preferred.
- Minimum 3-5 years administrative experience, more preferred.
- Experience working in a corporate or non-profit setting, especially in Japan.
- Preferred: Office management experience.
- Note: Applicant must pass a standard U.S. government background investigation in order to use the U.S. Embassy Tokyo office space

TO APPLY

Qualified candidates should submit their applications (cover letter and resume) to opportunities@usjapancouncil.org by 11:00 pm JST on **Sunday, June 15, 2014**. **The desired position start date is July 7, 2014**. Salary will be commensurate with qualifications. Application materials will be carefully reviewed, and interview decisions will be based on how closely an applicant's background and experience match the needs of the position. Due to the large volume of resumes, we are unable to personally acknowledge each applicant; only those selected for an interview will be personally contacted. No phone calls, please. *The U.S.-Japan Council is an equal opportunity employer. Hiring decisions are based on merit and business needs and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.*